Add Background

To add a background to a blank template, click on the **Background** button on top right side of the image editor. In the background selection window you can select following: color, background from the gallery, or upload your own image as a background for the template (your ad). Click **OK** button to apply any changes.

Background will be applied to the template.
Add Border

To add a border to your ad, click on the **Border** button on top right side of the image editor. In the border selection window you can select border style and border color for your ad. Click **OK** button to apply any changes.

Selected border will be applied to the template.
Add Grid

To add a grid to your ad, click on the Grid button on right side of the image editor.

Note: Grid is a tool to help you align elements on your ad. Grid will not be visible on the final image.

Add Text

To add a text, click on the Text button on the left menu of the image editor.
To add a header to your ad, drag and drop **Heading** icon from the left menu.

Click on the highlighted placeholder. Text editor window will be opened. Type in the text for your header and click **Ok** button.

Header text will be applied to the header template.
To add a body element to your ad, drag and drop body icon from the left menu. You can change the layout of the body or header by dragging one of the corners of the placeholder to the desired position.

**Note:** Changing the size of the text element may alter the size of the font.

Click on placeholder for the body and type in the content of your ad. Click **OK** button.
Text will be applied into the body template.
**Edit Text**

To edit text, click on the text element. Text editor window will be opened with the text selected. Edit the text and click **Ok** button.

**Text Editor**

Text dialog box will open with few options where you can change - Font, Font Size, Style, Color, and Text Alignment.

To select a color for the text, click on **A** icon in the text editor. The Drop down window will appear with black color selected. To change color, drag one of the arrows to see spectrum changes.
Select desired color by clicking on it in the spectrum pallet.
Selected color will be applied to the text.

Click OK button to apply changes to the template.
To change the text color, click on the text element then highlight the text in the text editor window.

Click on A icon in the text editor. The Drop down window will appear with previously selected color. To change the color, drag one of the arrows to see spectrum changes and select desired color by clicking on it in the spectrum pallet.
Color of text will be changed. Click **OK** button to apply changes to the template.

Selected color will be applied to the text.
To change text font size, click on the element then drag one of the corners of the placeholder to shrink or expand the element to desired size.
Add Image

To add an image to the template, click on Images button on the left menu of the image editor. Available image types are: Image Circle, Logo and Image Square.

Click on desired image type and drag the placeholder to the template.
Click on the image placeholder. The pop up window for the image selection will appear. Click on **No Image Selected** area.

Click on **Choose Image** button.
The pop up window for image selection will appear. You can upload your own image or select an image from the gallery (if available).

After selecting the image, it will appear in the image placeholder on the pop up window.
You still can do changes to the image at this point. You can reselect/re-upload image, crop image or delete image by clicking on the image and selecting desired option.

Once you are done with image selection, click **OK** button, image will be placed on the template.
Note: On edit template page you will see your ad in larger size and images may look blurry. On confirmation page your ad will be displayed in actual size (see pictures below).

To change the shape of the image, click on the image placeholder and drag one of the corners of the placeholder to desired shape.
Note: Use the Crop Tool to achieve a better quality image.

Crop Image

To crop the image, put mouse over the image to see the available options.
Click **Crop Image** button.

Crop tool will pop up on the screen. Resize your image by drugging one of the corners of the original image. Use other options of the tool to create better quality image.
Once you resize the original image, you will see the final result on the right side.
Click **OK** button to apply the changes. Cropped image will be shown in the pop up window. Click **OK** button to apply changes to the template. **Cancel** button will dismiss the changes.
Upload Ad

If you have an ad image ready, you can upload it by clicking on **Upload** button. Be sure the size of your ad image is the same as the size of the ad for selected bulletin. You can find ad dimensions on the contract page.

Select your ad image from file directory and click on **Open** button.

Your ad will be uploaded into the empty canvas. See picture below.
Click **Next** button and save your ad on next page.

**Note:** *After uploading image Upload button stays disabled. To re-upload the file delete current one by dragging it to the recycle bean as shown below than upload a new file.*

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**Add Stamp**

To add a stamp to the template, click on **Stamps** button on the left menu of the image editor. To view all stamps available, use the arrow buttons on the top and bottom of the stamp list box.
Click on the desired stamp and drag it to chosen location on the template.
Move Element

To change the position of any element on the template, click on the element then drag the placeholder to the desired location.
Delete Element

To delete any element from the template, click on the element then drag and drop the placeholder into the recycle bin on the right side of the image editor.
Reset

To reset all your changes, click on Reset Form button.

The pop up window will appear. Click OK button to reset changes or Cancel button to cancel resetting.
Cancel

To return to JSPAdBuilder site without saving your work, click **Cancel** button.

You will be redirected back to your contract page.

Save Ad

Once you are done with creating/editing your ad, click **Next** button on the right bottom side of the page.

You will be redirected to the final page with the ad displayed in actual size. If you are satisfied with your design, click **Save** button to continue to payment page.